

CrowdComms CMS

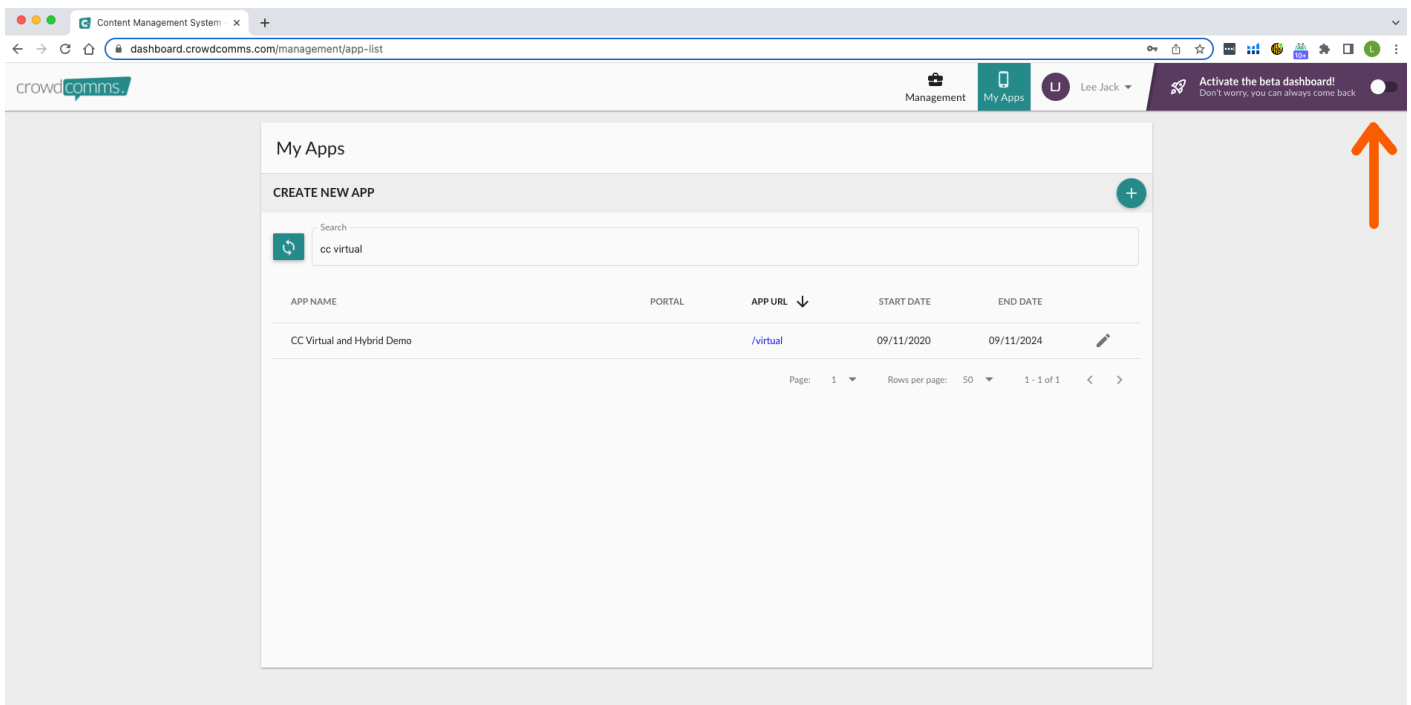
Introduction: Video Tutorial

The CrowdComms platform has a wide feature set allowing admins to create on brand platforms that meet a variety of project requirements. This includes single page webinars, follow the sun (events covering different time zones) virtual conferences, multi day in person or hybrid congress's with complex personalisation for different groups, through to 12 month community platforms.

This guide provides a step by step process for a typical setup. Platform training, managed services and live chat are available to help you understand how to best utilise the platform to meet your own goals. We're here to help!

Note: The steps outlined show the latest version of the CrowdComms CMS (Admin dashboard) which you can access [here](#). We recommend switching the toggle to the top right to access the latest version and the associated benefits.

Don't have access yet? Speak to your allocated account manager, support manger or contact us [here](#).



Native app

If you have opted for a native app, a member of our native submission team will contact you to request the required information to allow us to submit your app. You can request an update on this from the live chat team contactable from the CMS.

If you have opted for a web based platform and want to upgrade to a native app, please discuss options with your Account Manager.

Important: You will need to setup your own app store account and the submission review can take three (3) weeks to be approved after we have submitted your app.

Full overview of native apps and the process can be found [here](#).

Managing your timeline

Attached is a template project planner that you can use to track the progress of your project and agree responsibilities and timelines with all involved with the platform build.

[Project plan.xlsx](#)

crowdcomms				
Module/Task Name	Content	Deadline	Owner	Notes
Design details sent through			Client	
Site built / Design assets uploaded / Front-end of site shared			Client	
Site design review			Client	
Native Submission Form			Client	Share access to your developer licenses and complete the submission form & assets
Native submission to stores			CC	
Finalised agenda uploaded			Client	
Exhibitor list provided and uploaded			Client	
Attendees list provided and uploaded			Client	
Speakers details/bio/photos provided and uploaded			Client	
Speakers linked to agenda sessions			Client	
Abstracts provided and uploaded			Client	
Maps & Floorplans provided and uploaded			Client	
Locations Linked to agenda sessions			Client	
Documents provided, uploaded and linked to agreed modules			Client	
Live Polls provided and uploaded			Client	
Socia Media links provided and uploaded			Client	
Feedback Survey copy provided and uploaded			Client	
Q&As agreed and implemented			Client	
Initial QC			Client	To be completed when first draft of content has been added to the platform
Final QC			Client	To be completed more than 10 working days before launch
Project review & site to go live			Client	
Event Day				
Analytics			Client	Pulled by CC and uploaded to sharepoint up to 48 hours post event
Project Debrief			CC and Client	This occurs up to 5 working days after the event ends
Design tasks				
Content tasks				

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